

**(Sponsor Letterhead)**

Sample Letter to County Sanitarian

**(Date)**

Dear **(Name of County Sanitarian)**,

The **(Name of School District or Organization)** plans to offer a U.S. Department of Agriculture Summer Food Service Program during the **(Year)** summer at the following sites.

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**(Include the following information for each site: name and address of the site; type of meal service; time of meal service; dates of operation; and contact person and phone number.**

**For example:**

**At each site, we will serve breakfast from 8:30 to 9:30 a.m. and lunch from 12:00 noon to 1:30 p.m. Monday through Friday. Both meal programs will operate from June 5 through August 18. In accordance with program regulations, we ask that you inspect these sites to insure that they meet food safety requirements.)**

If you have questions, please contact my office at **(Phone Number)**.

Sincerely,

**(Signature)**